

Summary: Perform diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, preventive and productive maintenance systems and processes to support the achievement of the plant business goals and objectives. Maintain and improve facilities.

Duties and Responsibilities:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual is expected to perform each essential function satisfactorily.

1. Provide emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.
2. Perform simple tasks and responsibilities on machinery.
3. Perform mechanical skills including, but not limited to mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
4. Read and interpret equipment manuals and work orders to perform required maintenance and service.
5. Diagnose problems, replace or repair parts, test and make adjustments.
6. Perform regular preventive maintenance on machines, equipment, and plant facilities.
7. Use of variety of hand and power tools, electric meters, and material handling equipment in performing duties.
8. Detect faulty operations, defective material, and report those and any unusual situations to proper supervision.
9. Comply with safety regulations, GMP, BRC and maintain clean and orderly work areas.
10. Perform all other duties as assigned or needed.
11. Track and maintain electronic records on all maintenance and repairs to machines and facility.
12. Request replacement parts.
13. Control & stock the spare part inventory.
14. Control the budget and maintenance expenses in conjunction with the manager.
15. Establish the working hours for the department in conjunction with the manager.
16. Direct and delegate workload to maintenance personnel.
17. Ensure all processes, procedures and documentation are BRC compliant.
18. Perform supervisory duties related to personnel decisions, including but not limited to; writing and conducting performance evaluation, hiring, disciplinary and termination decision in conjunction with the Human Resources Department.

Work Relationship:

Reports to: Maintenance Manager.

Leads or Supervises: Maintenance Department

Cooperates with teams: All employees in or related to the production and maintenance areas.

Qualifications: To perform this job successfully an individual must:

- Possess a degree or equivalent experience.
- 3 years maintenance experience in extrusion and/or thermoforming.
- 3 years leadership and training experience.
- Strong sense of commitment and urgency.
- Strong problem-solving skills.
- Have strong project management skills.
- Have ability to influence all levels of the organization.

This job may require:

- Yes – Drive forklifts or other equipment.
- Yes – Exposure to dust.
- Yes – Working at heights.
- No – Operation of foot controls or repetitive foot movement.
- Yes – Use of special visual or auditory protective equipment.



JOB DESCRIPTION MAINTENANCE LEAD

Physical Requirements:

<p>WORK ENVIRONMENT</p> <p>ARE EMPLOYEES EXPOSED <input type="checkbox"/> Y HAZARDOUS MATERIALS? <input type="checkbox"/> N</p> <p><input type="checkbox"/> COMPRESSED GAS (PROPANE) <input type="checkbox"/> CORROSIVES (BLEACH, ACID) <input type="checkbox"/> FLAMMABLES (GASOLINE) <input type="checkbox"/> IRRITANTS (ZINC CHLORIDE) FUMES: OTHER:</p>	<p><input checked="" type="checkbox"/> INSIDE WORK <input checked="" type="checkbox"/> OUTSIDE WORK <input type="checkbox"/> OUTSIDE COVERED <input type="checkbox"/> EXCESSIVE COLD <input checked="" type="checkbox"/> EXCESSIVE HEAT <input checked="" type="checkbox"/> EXCESSIVE NOISE <input checked="" type="checkbox"/> EXCESSIVE VIBRATION <input type="checkbox"/> EXCESSIVE WIND</p>	<p>WORKING CONDITIONS</p> <p><input checked="" type="checkbox"/> DUST <input type="checkbox"/> HIGH SPEED EQUIP. <input type="checkbox"/> ANIMALS <input type="checkbox"/> ROUGH TERRAIN <input type="checkbox"/> SMOKE/FUMES <input type="checkbox"/> WET SURFACES <input checked="" type="checkbox"/> TRAFFIC <input type="checkbox"/> OTHER CONDITIONS</p> <p><input type="checkbox"/> CROWDS/PUBLIC <input checked="" type="checkbox"/> CONFINED SPACE <input checked="" type="checkbox"/> STAIRS/LADDERS <input type="checkbox"/> TRENCHES TO: DRIVING <input checked="" type="checkbox"/> OPERATE EQUIPMENT HEIGHTS TO: _____ ft.</p>
<p>PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS POSITION</p>		
<p><input checked="" type="checkbox"/> HARD HAT* <input checked="" type="checkbox"/> HEARING PROTECTION* <input checked="" type="checkbox"/> EYE PROTECTION* <input checked="" type="checkbox"/> HAIR NET*</p>	<p><input checked="" type="checkbox"/> BEARD NET IF APPLICABLE* <input checked="" type="checkbox"/> RESPIRATOR/DUST MASK <input type="checkbox"/> APRONS/CHAPS/LEATHERS <input checked="" type="checkbox"/> COVERALLS/TYVEK SUIT</p>	<p><input type="checkbox"/> HIGH VISIBILITY VEST/COAT <input type="checkbox"/> SCBA (SELF CONTAINED) <input type="checkbox"/> BARRIER CREAMS <input checked="" type="checkbox"/> FALL PROTECTION</p>
<p><input type="checkbox"/> WARM CLOTHING <input type="checkbox"/> ARM SLEEVES <input checked="" type="checkbox"/> SAFETY COAT <input type="checkbox"/> RAIN GEAR</p>		
<p>TYPE _____ TYPE _____</p> <p><input type="checkbox"/> GLOVES <u>Heat & cut protection</u> <input checked="" type="checkbox"/> SHOES/BOOTS <u>Steel toe shoes</u> <input type="checkbox"/> OTHER _____</p> <p>* REQUIRED WHEN IN PRODUCTION & STORAGE AREAS</p>		
<p>PHYSICAL REQUIREMENTS FOR THIS POSITION</p>		
<p>LIFTING</p> <p>OCCASIONAL WEIGHT <u>50</u> lbs CONSISTENT WEIGHT <u>20</u> lbs % SHIFT LIFTING _____ %</p> <p>PUSH/PULL</p> <p>OCCASIONAL WEIGHT <u>50</u> lbs CONSISTENT WEIGHT <u>30</u> lbs % SHIFT PUSH/PULL _____ %</p> <p>WRIST REPETITION</p> <p>OCCASIONAL WEIGHT <u>10</u> lbs CONSISTENT WEIGHT <u>3</u> lbs % SHIFT WRIST REPETITION <u>20</u> %</p>	<p>WEIGHT LIFTED FROM</p> <p><input checked="" type="checkbox"/> FLOOR <input checked="" type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p>WEIGHT LIFTED TO</p> <p><input checked="" type="checkbox"/> FLOOR <input checked="" type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p>DISTANCE MOVED _____</p> <p>LENGTH OF SHIFT <u>8</u> HRS % STANDING <u>6-4</u> HRS % SITTING <u>1-6</u> HRS % WALKING _____ HRS</p>	<p><input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> SQUATTING <input type="checkbox"/> CRAWLING <input type="checkbox"/> REACHING <input checked="" type="checkbox"/> BENDING <input type="checkbox"/> TWISTING <input checked="" type="checkbox"/> REPETITIVE/HANDS <input type="checkbox"/> REPETITIVE/WRISTS <input type="checkbox"/> REPETITIVE/ARMS <input type="checkbox"/> REPETITIVE/LEGS <input checked="" type="checkbox"/> LIFTING <input type="checkbox"/> CLIMBING/STEPPING</p>
		<p><input type="checkbox"/> SEDENTARY <input type="checkbox"/> DELIBERATE <input type="checkbox"/> STEADY FAST <input type="checkbox"/> SPORADIC <input type="checkbox"/> CONTINUOUS</p> <p>COMMENTS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



JOB DESCRIPTION MAINTENANCE LEAD

Product safety:

It is the intent, objective, and philosophy of Pinnpack Capital Holdings, LLC to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products. To ensure product safety, this position will:

- Adhere to Pinnpack's GMP requirements.
- Advise employees to Pinnpack GMP requirements and counsel them to comply with Pinnpack's product safety requirements and position specific product safety standards.

Employee Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

Name

Signature

Date